



## CALIFORNIA HIGH-SPEED RAIL AUTHORITY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA HIGH-SPEED RAIL AUTHORITY	<b>RELEASE DATE:</b>	Monday, August 31, 2015
<b>POSITION TITLE:</b>	Chief Information Officer (CEA B)	<b>FINAL FILING DATE:</b>	Until Filled
<b>CEA LEVEL:</b>	CEA B	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,985.00 - \$10,703.00 / Month	<b>BULLETIN ID:</b>	08312015_6

### POSITION DESCRIPTION

Under the direction of the Chief Administrative Officer, the Chief Information Officer serves as the Information Officer for the Authority and manages the Authority's Information Technology Services (ITS). In this capacity, the incumbent has the highest level management responsibility for Information Technology (IT) policies and project activities that support the operations and goals of the Authority. The incumbent has responsibility and will provide leadership with formulating, developing, approving and implementing the policies, practices and standards that have significant impact on the Authority's IT projects and has broad authority to direct the most critical tasks associated with IT architecture, operations, projects as well as strategic and tactical planning. The incumbent will provide leadership for the development and implementation of new IT technologies, policies, standards, processes and procedures that govern the design, development, implementation, maintenance and advancement of the Authority's IT infrastructure. The incumbent will also direct the work of the Rail Delivery Partner (RDP) to build the IT infrastructure/enterprise solution for the Authority.

The Chief Information Officer is required to work alone and/or in a team environment in the performance of the following:

- Provides vision and leadership for developing and implementing IT initiatives.
- Directs the planning and implementation of enterprise IT systems in support of business operations in order to improve cost effectiveness, service quality and business development.
- Formulates, approves and implements IT and enterprise policies, procedures and standards that have an impact on the Authority's project.

- Develops practices and standards related to the delivery of IT operations and services; derives business value from IT related services and investments; ensures that technology policies and practices are in compliance with California State policies and that they are in alignment with the business needs and objectives of the Authority.
- Develops and administers best practices and processes for technology domains; responsible for the integration of all IT strategies, alignment, usage, practices, procedures, processes and decisions within the Authority.
- Evaluates the impact of upgrades to data communications services, set configuration standards and conventions and ensure the adequacy of network technical security systems; collaborate with Network Technology Services contractors to set direction for Authority standards.
- Manages, directs and controls the planning, development and maintenance activity for the Authority's IT technical operations including the local area network, wide area network, server farm and desktop support.
- Develops strategic direction to support enterprise solutions in the areas of content management, relational database technologies and business intelligence, as well as overseeing the Authority's data assets as it relates to structured and unstructured information, project planning and management.
- Drives the analysis and re-engineering of existing business processes, identifying and developing the capability to use new tools, reshaping the enterprise's physical infrastructure and network access, while identifying and leveraging the enterprise's knowledge resources.
- Directs the development and submission of the Request for Proposals, Feasibility Study Reports, Budget Change Proposals and Post Implementation Evaluation and Reviews for the above.
- Establishes and implements organizational goals, objectives, policies and operating procedures; manage and evaluate operational effectiveness and continuously implement process improvements.
- Directs preparation of IT strategic plans using industry standard strategic planning methodologies in order to meet current and anticipated business needs; evaluate enterprise IT solutions and ensure alignment with the Authority's strategic goals and objectives.
- Establishes performance metrics, define the relationship to the strategic plan and communicate those measurements to staff, peers and management; develop the annual IT budget and monitor those fiscal resources.
- Seeks improvements to the IT environment, policies and procedures to achieve operational efficiency; continuously evaluates IT services and management functions and develops process improvements to ensure effectiveness and efficiency in meeting IT business needs.
- Directs the work of the RDP to build the IT infrastructure/enterprise solution for the Authority.
- Manages and directs the activities of the Authority's IT staff; assign workload to staff and provide expectations on assignments, tasks and desired outcomes.
- Responsible for hiring qualified employees.
- Develops staff and management skill-sets, by working through subordinate managers; ensure effective staff development, administrator performance appraisals and provide staff feedback.
- Provides staff training and counseling on IT policies and procedures to ensure consistency in application of State and Authority standards.

- Advises management, staff and clients on matters regarding IT trends and best practices of enterprise services solutions. in order to maintain operational readiness and to continuously prepare for future technologies in compliance with Authority IT Standards, Asset Management, Security policies and procedures and related Department of Finance and State Administrative Manual requirements.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

### **Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

### **Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

## **SPECIAL REQUIREMENTS**

Applicants must meet the following minimum qualifications:

Either I Must be a State civil service employee with permanent civil service status.

Or II Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code § 18990.

Or III Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

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## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

**DESIRABLE QUALIFICATION(S)**

- Experience with enterprise services support.
- Must understand and be able to supervise technical skills (design, development and maintenance) as well as possess knowledge of applicable hardware and software.
- Knowledge of IT procurement processes to justify and secure resources.
- Demonstrate a service oriented, customer relations-sensitive attitude.
- Knowledge of the Authority's technology environment.
- Ability to be open-minded and flexible to other ideas and solutions.
- Ability to communicate effectively orally and in writing.
- Ability to manage multiple tasks, be creative, highly motivated and handle rapidly changing priorities and demonstrate leadership ability.
- Must understand the importance of meeting business needs through innovative solutions.
- Demonstrated ability to act independently with flexibility and tact.

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Information Officer (CEA B)**, with the **CALIFORNIA HIGH-SPEED RAIL AUTHORITY**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination will consist of a review of each candidate's application and Statement of Qualifications. All candidates who meet the minimum qualifications may be admitted to the exam. The desirable qualifications listed on the bulletin will be used as evaluation criteria to score applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the minimum and desirable qualifications.

A passing score of 70%, or higher, must be obtained to establish eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of CEA B, Chief Information Officer, Office of Information Technology with the California High-Speed Rail Authority. Applications will be retained for twelve months.

**FILING INSTRUCTIONS****Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of

each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.
- Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

**Applications must be submitted by the final filing date to:**

CALIFORNIA HIGH-SPEED RAIL AUTHORITY, Information Technology - Administration  
770 L Street, Suite 620 MS 4, Sacramento, CA 95814  
Ashley McGuckin | (916) 227-7850 | [humanresources@hsr.ca.gov](mailto:humanresources@hsr.ca.gov)

**ADDITIONAL INFORMATION**

The application and Statement of Qualifications are to be submitted to:

California High-Speed Rail Authority Attention: Human Resources- CEA/HSRA2 770 L Street,  
Suite 620 MS 4 Sacramento, CA 95814

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA HIGH-SPEED RAIL AUTHORITY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)